



# City of Eureka, California

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

<b>Class Title</b>	<b>Treatment Plant Operator I</b>
<b>Class Code Number</b>	<b>4175</b>

### General Statement of Duties

Monitors plant equipment and processes to ensure plant efficiency, and makes adjustments accordingly; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to monitor plant equipment and processes to ensure plant efficiency, and makes adjustments accordingly. The work is performed under the supervision and direction of the Treatment Plant Operator II, but some leeway is granted for the exercise of independent judgement and initiative. A I level incumbent may reasonably expect to be promoted to the II level after successfully completing a probationary period, obtaining and demonstrating the required knowledge, skills, abilities, and experience, and meeting pre-identified criteria for promotion to the higher class. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a water and/or wastewater treatment plant.

### Examples of Essential Work (Illustrative Only)

- Monitors plant equipment and processes to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily;
- Interprets laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes;
- Performs proper usage and handling of chemicals according to industry standards, including monitoring the Digester Gas System, and performing safety hook-up connections for chlorine and sulphur dioxide one-ton cylinders;

- Maintains accurate records, including calculating the daily use of energy and chemicals, and completing required monthly reports;
- Performs preventive and corrective maintenance tasks as assigned;
- Performs daily equipment checks, including cleaning and painting plant equipment, daily programming of discharge timer, and related duties;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<b>Required Knowledge, Skills, and Abilities</b>
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- Some knowledge of various pumps, piping, and mechanical systems for water and/or wastewater treatment technology;
- Some knowledge of laboratory testing and interpretation of results;
- Some knowledge of mathematics, biology, and water and/or wastewater treatment sciences;
- Some knowledge of water and/or wastewater treatment standards and regulations;
- Some knowledge of the principles, methods, and practices of water and/or wastewater treatment;
- Some knowledge of record keeping techniques;
- Ability to utilize strong organizational skills to develop efficient routines for work completion;
- Ability to be multi-task oriented, and complete daily tasks in a timely and efficient manner;
- Ability to work independently, and with full responsibility for the facilities as needed;
- Ability to prioritize tasks and problems, with the more critical problems being handled first;
- Ability to work quickly and efficiently;
- Ability to operate various pumps, piping, and mechanical systems for water and/or wastewater treatment;
- Ability to perform laboratory tests and interpret the results;
- Ability to understand and apply mandated standards and regulations to the work;
- Ability to keep accurate records, and write reports;
- Ability to work with dangerous chemicals in a safe and prudent manner;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Some (one to three years) experience in water and/or wastewater treatment technology.

### **Required Special Qualifications**

- Valid Class C California State Driver's License;
- Ability to obtain a Grade I Water and/or Wastewater Operator's Certificate as issued by the State Water Resources Control Board and/or the California Department of Health Services within the second testing period following eligibility.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a water and/or wastewater treatment plant environment.